

ARS □ CSREES □ ERS □ NASS

Policies and Procedures

Title: Acceptance of Travel Funds from Sources Outside of ARS

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This DIRECTIVE states policy and procedures for authorizing the acceptance of funds for payment of travel expenses from sources outside ARS.

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1. REFERENCES

For delegations of authority to approve travel, see DIRECTIVE 340.0.

For guidance on financing official travel expenses, see DIRECTIVE 341.1.

2. ABBREVIATIONS

- AAO - Area Administrative Officer
- ABFO - Area Budget and Fiscal Officer
- AD - Area Director
- ADO - Authorized Departmental Officer
- AM - Administrative Management
- ATR - Agriculture Travel Regulations
- DAAM - Deputy Administrator, AM
- DA-NPS - Deputy Administrator, NPS
- E.O. - Executive Order
- FMD - Financial Management Division
- FTR - Federal Travel Regulations
- LAO - Location Administrative Officer
- LC - Location Coordinator
- NPS - National Program Staff
- PAO - Procurement Assistance Officer
- RL - Research Leader
- U.S.C. - United States Code

3. FORM

AD-202 - Travel Authorization/Advance

4. DEFINITIONS

Authorizing Official. Any person with delegated authority to approve official travel as designated in DIRECTIVE 340.0.

Foreign Government/Organizations are:

- Units of foreign governmental authority, including any foreign national, State,

local, municipal Government, and foreign for-profit or not-for-profit organizations and their agents or representatives.

- International or multinational organizations whose membership includes any unit of foreign Government described in section E 2 a above.

In-Kind Payment Method. A sanctioned procedure which authorizes the cooperating organization to pay travel expenses by furnishing tickets directly to the traveler and paying the vendor directly for lodging, meals, local transportation costs, and miscellaneous expenses.

Non-Federal Source. Any person or entity other than the Government of the United States. The term includes any individual, private or commercial entity, not-for-profit organization or association or international or multinational organization (irrespective of whether an Agency holds membership in the organization or association), or foreign, State, or local Government (including the Government of the District of Columbia).

5. AUTHORITIES

- Secretary's Memorandum dated June 30, 1992
- ATR 1-1
- FTR 301-1, 304-1
- Public Laws 95-105, 101-194
- 5 U.S.C. 5701-5709, 7342
- 7 U.S.C. 3710a

6. POLICY

Funds may be accepted for travel expenses from cooperating organizations (i.e., foreign Governments and organizations, domestic private for-profit and not-for-profit organizations, cooperators reimbursing activities authorized by the 1986 Federal Technology Transfer Act and E.O. 12591) when it has been determined to be of mutual benefit to carrying out ARS' research programs and meets the following criteria:

- The extent and purpose of the travel must be approved and included on the AD-202.
- The travel is consistent with the interests of ARS and approved by an

authorizing official.

- The funds received would finance normal and reasonable official travel expenses an employee would be entitled to under the FTR's except as indicated in DIRECTIVE 341.1.

Acceptance of travel funds must be approved in advance.

A cooperative agreement or exchange of correspondence should document the process described in section I 2. Documentation for single trips should contain a letter from sources outside of ARS offering to pay for ARS travel expenses and a letter of reply from ARS accepting such funds. For repetitive travel, a cooperative agreement should be executed in accordance with ARS policy. All correspondence and agreements must address the following:

- Mutual interests between the cooperating organization and ARS.
- The contributions by ARS; i.e., ARS salary, and contributions by cooperative organizations, and/or payment of travel expenses.
- A statement that only public information can be shared and no sensitive or confidential information can be used.

ARS employees should not accept payments directly from non-Federal sources. Payments should be made by the non-Federal sources directly to the Agency.

NOTE: ARS employees are prohibited from receiving direct (cash) payments from non-Federal sources, except in cases involving foreign Governments where refusal would cause embarrassment to the U.S. Government, in which case, acceptance must be approved on a case-by-case basis based on section H below.

7. RESPONSIBILITIES

The **Administrator, ARS**, will approve or disapprove AD-202's for employee's acceptance of travel or expenses for travel from foreign Government organizations.

Authorizing Officials will determine if proposed cooperative arrangements with foreign Government organizations are in the interest of achieving ARS program

objectives.

The **AD, DA-NPS, and DAAM** will approve or disapprove the acceptance of travel or expenses for travel from non-foreign Government organizations.

ABFO's will review the AD-202 for the proposed financing and cooperative arrangements.

8. METHODS OF ACCEPTANCE

For-Profit Organization. The "in-kind" method of accepting travel expenses from for-profit organizations must be used.

Not-for-Profit Organization. For all cooperating organizations that are not-for-profit, the following methods of acceptance of travel expenses are allowed:

- Accepting "in-kind" expenses.
- Refund credit to ARS accounting code(s) initially charged.
- Trust fund agreement established with the cooperator.

9. PROCEDURES FOR ACCEPTANCE OF TRAVEL FUNDS FROM SOURCES OUTSIDE OF ARS

Traveler

Prepare request and justification for travel and use of funds from sources outside of ARS for paying travel expenses. Include supporting documentation, such as correspondence that offers to pay for the traveler's expenses.

RL/LC or Authorizing Official (as applicable)

Review request and justification from traveler.

Ensure reasons given for use of travel funds from outside sources meet the requirements of section 6.

Recommend approval/disapproval.

- If approval is recommended, forward request and AD-202 through the applicable levels of management to AD or, in the case of Headquarters' personnel, to the Deputy Administrator, NPS/AM, for processing (as applicable).
- The AD-202 should include:
 - A reference to Public Laws 95-105 and 101-194 as authority to accept funds.
 - The method that will be used to accept funds for travel expenses.
- If disapproved, return request to traveler with explanation or comments, as appropriate.

LAO

Review justification and AD-202.

Ensure RL/LC has recommended approval.

Coordinate processing with ABFO and PAO (only if cooperative/trust fund agreements).

PAO/ADO

Review request from traveler, RL/LC, and LAO, and coordinate review of cooperative agreement, as applicable.

ABFO

Coordinate processing with AD.

AD, DA-NPS, or DAAM

Approve or disapprove acceptance of travel expenses.

- If acceptance of travel expenses is approved:
 - Prepare and sign original acceptance letter and send to the cooperating organizations.

- Sign AD-202 and return to traveler.
- If acceptance of travel expenses is disapproved, return AD-202 to the traveler with explanation or comments, as appropriate.

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